11-1

Sampling:

Processing a Sample

Objectives

Enter a New Sample Record to HiCAMS

Assign Alternate IDs

Submit a Sample

Enter Sample Tracking Info

Splitting a Sample into Parts

Entering the Contract Line Item on the Sample

View the History of a Sample

Void a Sample

Entering a Sample

When entering a new sample, you begin on the **Enter Sample Details** window. This window has eight tabs:

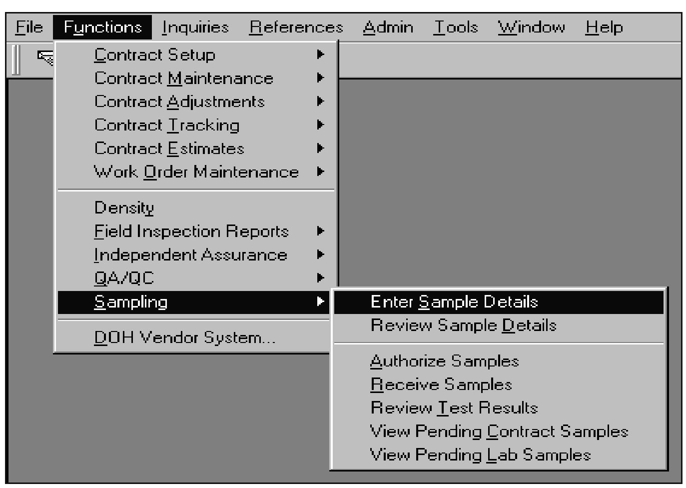
- **General** (General Information)
- **Cont/Loc** (Contract Location)
- **Prod/Supp** (Producer / Supplier)
- **Tracking** (Dates and other sample tracking information)
- **Alt IDs** (Alternate IDs)
- **Parts** (Splitting the sample into parts)
- **Line Item** (
- **History** (The history of the sample)

The following steps walk you through adding a sample:

Step 1: Log into HiCAMS, using the instructions in *HiCAMS: Getting Started.*

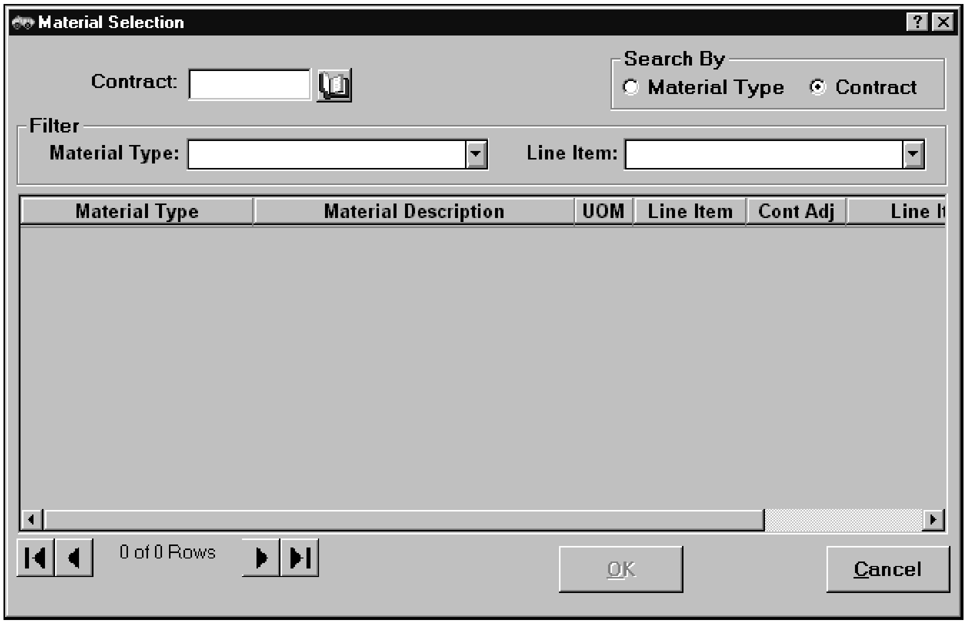
Review Sample Details Window

Step 2: From the **Functions** menu select **Sampling.** From the Sampling submenu select **Enter Sample Details**:



Material Selection

The **Material Selection** window displays:



Step 3: To select the material type of the sample:

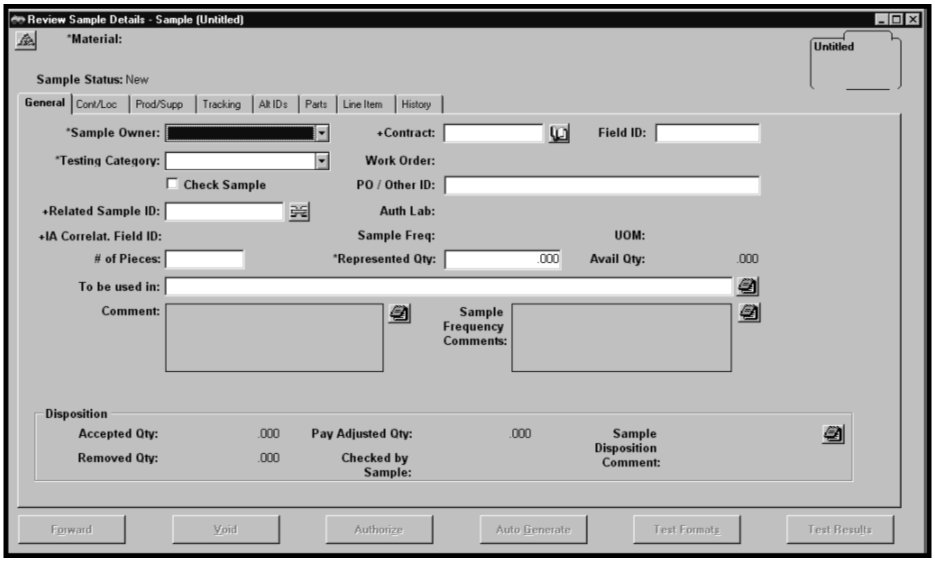
1. To enter the sample by contract, enter the contract number. If no contract number is known, click the Material Type radio button in the Search By section, and select the Material Type from the Filter section of the window.
2. Select the type of material from the list by clicking it once.

   The detailed material descriptions display in the lower portion of the window, narrowed down by your material type selection.
3. Select the material description that matches the material with which you are working.
4. Click **OK**.

Note: *Double-clicking the highlighted material type description in the lower portion of the window selects it, as well.*

The **Review Sample Details** window opens, with the selected **material** displayed in the top left corner. The window is open at the **General** tab.

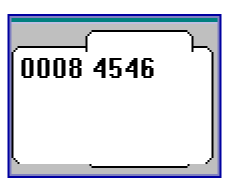
General Tab



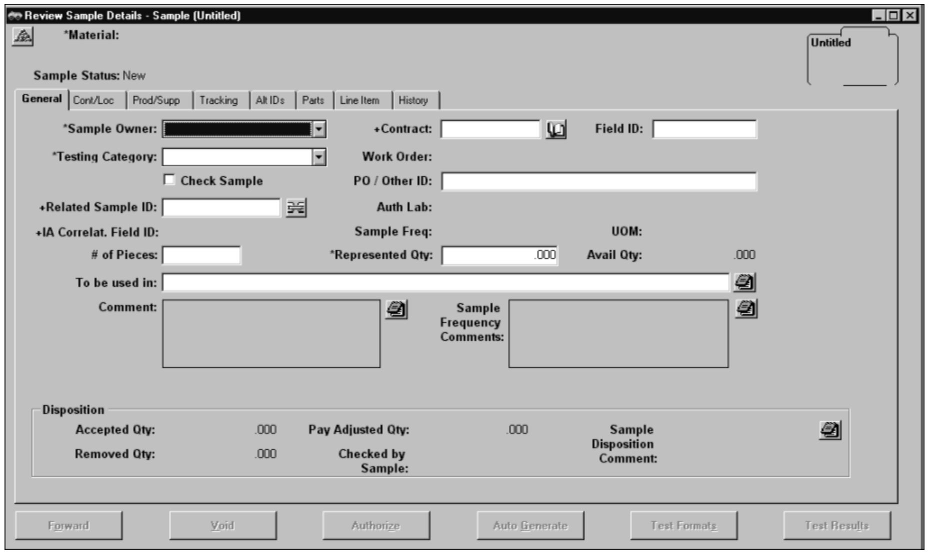
Tip: *Click the top of the window (below the title bar and above the tabs) to display a popup containing detailed information about the material type. This information is from the Minimum Sampling Guide (MSG).*

 *To change the material type, click the **Material** button in the upper left corner of the window.*

A **sample card** displays in the top right corner of the window. The color of this card, determined by the **Minimum Sampling Guide,** corresponds to the material type. The card is labeled **Untitled** until the sample is saved. Then the card displays the **HiCAMS Sample ID** number:



On the **General** tab, the *Auth Lab* field defaults to the name of the lab the **Minimum Sampling Guide** specifies as the one to authorize the chosen material type:



Step 4: From the **Sample Owner** list box, select the group responsible for ownership of the sample.

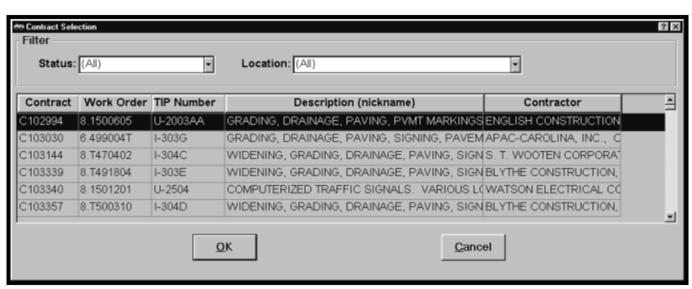
Tip: *If you select **Divisional QA Labs**, the value in the Authorizing Lab field disappears. In this case, this value will be obtained from the **Submitted To** list box on the **Tracking** tab.*

Step 5: If the value in the *Sample Owner* field is **Project**, a **Contract Number** is required. Enter a **Contract Number** in the *Contract* field and proceed to the next Step.

If you do not know the **Contract Number**,

1  Click the **book** button at the right of the *Contract* field.

The **Select Contract** window displays:



Note: *By default, contracts displayed in the window are all the contracts associated with your office.*

The information in the window is sorted by contract number, in ascending order. Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.

2 To display only those contracts associated with a particular status, select the desired status from the *Status* field list box.

3 To select a contract from another location, select it from the *Location* field list box.

Tip: *You can also choose the option **All** to display all available contracts.*

4 Locate the **Contract Number** for which you want to associate the sample, using the scroll bar on the right side of the window, if necessary.

5 Select the row containing the desired **Contract Number**.

6 Click **OK**.

HiCAMS returns you to the **Enter Sample Details** window, where the selected **Contract Number** displays in the *Contract* field.

Step 6: If the sample has a **unique identifier** used by contractors in the field, enter it in the *Field ID* field.

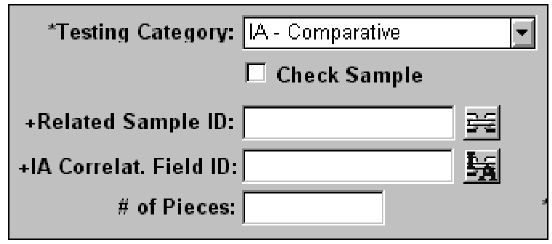
Note: *The Field ID will be used in the IA correlation process.*

Step 7: From the **Testing Category** list box, select the **testing category**.

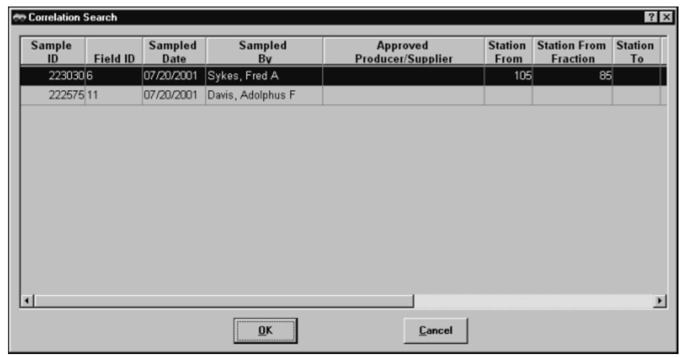
1 If the selected **testing category** is **IA Comparative,** a **Correlated Sample ID** may be needed, and the *Corr. Field ID* field is enabled. Enter the ID in the *Corr. Field ID* field and proceed to the next **Step**.

Note: *See the Independent Assurance chapter of this manual for more information about IA Comparative samples.*

 If you do not know the Correlated Field ID, click the **link** button at the right of the *IA Correlat. Field ID* field:



The **List Of Correlated Samples** window displays:



Note: *Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.*

1. Locate the sample you want to link to this sample, using the scroll bar on the right side of the window, if necessary.
2. Select the row containing the desired sample.
3. Click **OK**.

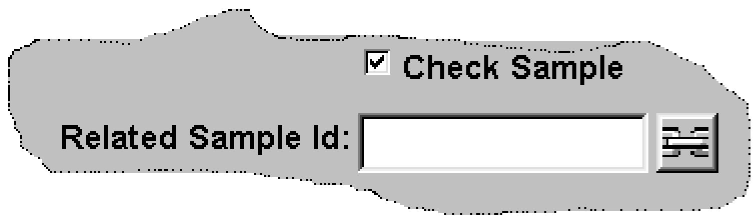
HiCAMS returns you to the **Review Sample Details** window, where the selected IA Correlated Field ID displays in the *IA Correlat. Field ID*.

Step 8: If the sample has an associated **Purchase Order** number or other ID, enter it in the *PO / Other ID* field.

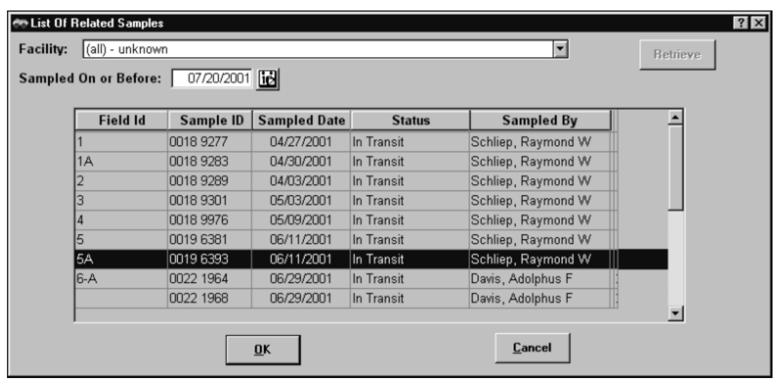
Step 9: If this sample was taken to verify or replace results obtained by a previously tested sample, click the **Check Sample** check box and enter the required **Related Sample ID** (or **HiCAMS Number**). Otherwise, proceed to the next **Step**.

If you do not know the **Related Sample ID** (or **HiCAMS Number**),

1  Click the **link** button at the right of the **Related** *Sample ID* field for a **List of Related Samples** from which to choose.



The **List Of Related Samples** window displays:



Note: *Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.*

2 Locate the sample you want to relate to this sample, using the scroll bar on the right side of the window, if necessary.

3 Select the row containing the desired sample.

4 Click **OK**.

HiCAMS returns you to the **Enter Sample Details** window, where the related sample ID (or HiCAMS Number) displays in the *Related Sample ID* field. Represented quantity, contract number, and producer/supplier information has also been copied into their appropriate fields.

Step 1: If the sample contains more than one piece (Example: a two-cylinder concrete sample), enter the sample quantity in the *# of Pieces* field.

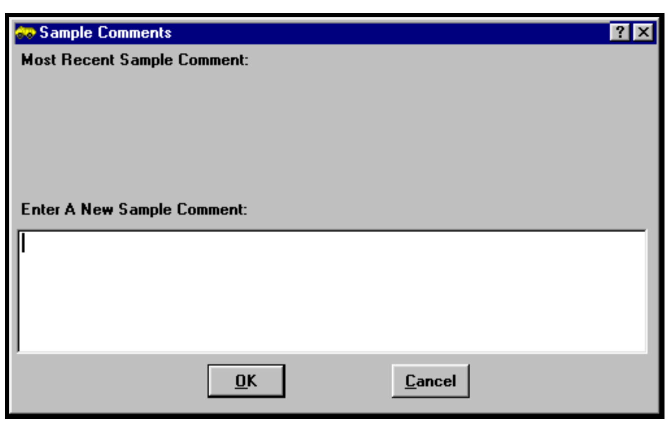
Step 2: In the *Represented Qty* field, enter the total quantity of the material this sample represents for this project. If the represented quantity was copied from a related sample in **step 9**, this information cannot be changed.

Step 3: The unit of measure (UOM) for the material selected for the sample defaults to match the material you selected. The UOM displays in the *UOM* field at the right of the *Represented Qty* field.

Step 4: In the *To be used in* field, enter any necessary information, such as why the sample was submitted or what it is to be tested for.

Step 5:  Click the **notepad** button at the right of the *Comment* field if you want to add comments for this sample.

Step 6: The **Sample Comments** window displays:



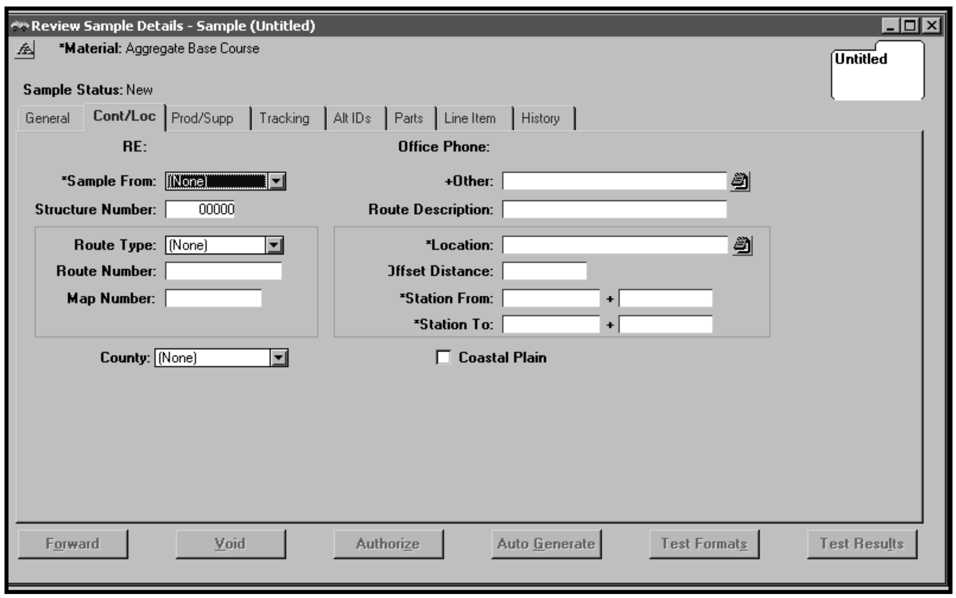
1 Enter comments for the sample being added.

Note: *Your comments are limited to 240 characters, including spaces and all forms of punctuation.*

2 Click **OK**.

Cont/Loc Tab

Step 7: Click the **Cont/Loc** tab to add information about the contract and location:



Note: *The **RE** and **Office Phone** fields default to the name and phone number of the Resident Engineer for the selected contract.*

Step 8: From the **Sample From** list box, select the location from which the sample was taken.

 If the location <u>does not</u> display in the list, select **(None)**. If you select **(None)**, click the **notepad** button at the right of the *Other* field and enter the location from which the sample was taken.

 If the location <u>does</u> display in the list, you can add information about the chosen location. Click the **notepad**

button at the right of the *Other* field and enter the additional information.

Step 9: In the *Structure Number* field, enter the five-digit structure number, if applicable.

Step 10: In the *Route Description* field, enter any additional information about the site from which the sample was taken (besides route number, route type, and map number, which are entered below). Example: the roadway name, if you know it.

Step 11: From the **Route Type** list box, select the type of roadway, if applicable.

Step 12: If this sample was taken from a highway, enter the number of the highway in the *Route Number* field.

Step 13: If the sample was taken from a resurface project, enter the map number that applies to the resurface project in the *Map Number* field.

Step 14:  You can indicate the particular place on the road (route and section) where this sample was taken. Click the **notepad** button at the right of the *Alignment* field and enter this information.

Step 15: You can indicate a sample was taken a number of feet to the left or right of a certain point. In the *Offset Distance* field, enter the letter **L** or **R (**to indicate left or right) and the number of feet.

Step 16: You can indicate the sample location is a number of feet or meters in front of or behind a certain point. In the *Station Number* field, enter a **plus sign** (**+)** or a **minus sign** (**-**) (to indicate in front of or behind) and the number of feet (in hundreds) or meters.

Step 17: If the amount in the *Station Number* field is in feet, enter the number of additional feet (less than 100) in the *Station Number +* field.

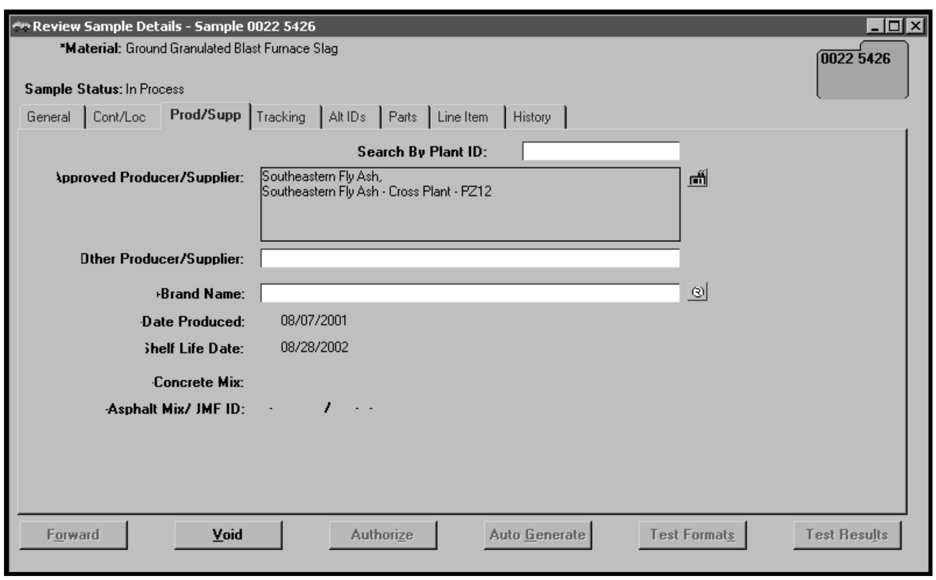
Step 18: From the *County* list box, select the county in which the sample was taken.

1. If the sample was taken outside North Carolina, select "Out of State" from the *County* list box.
2. If the sample was taken from a coastal plain area, check the *Coastal Plain* box.

Note: *Because samples originating in the Coastal Plain are tested against unique specifications, the Testing Lab will edit the default specifications associated with the sample.*

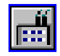
Prod/Supp Tab

Step 19: Click the **Prod/Supp** tab to add information about the producer and supplier of the sample material.

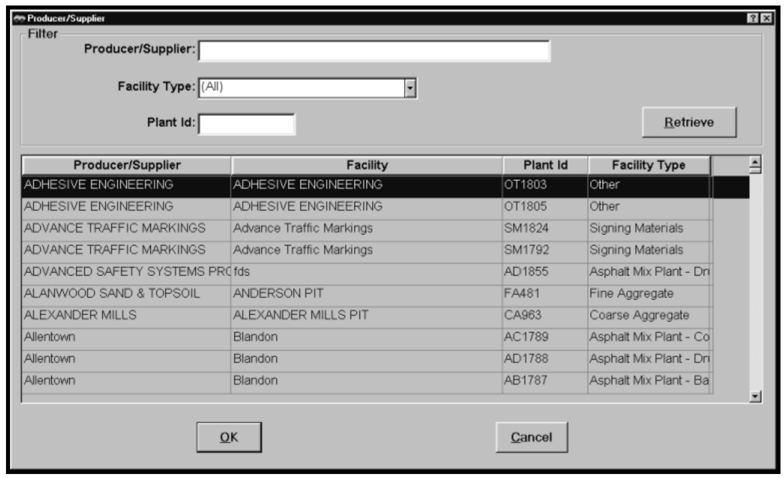


Step 20: If you know the Plant ID of the Approved Producer/Supplier, enter the number in the *Search By Plant ID* field. If you do not know the Plant ID, continue with the next **step**.

Step 21: To search for an Approved Producer/Supplier by name or plant type, click the factory icon to the right of the *Approved Producer/Supplier* field.



The **Producer/Supplier Selection** window displays:



Note: *Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.*

1. If you want to display only those producers having a particular type of facility, select the desired facility type from the *Facility Type* field list box.
2. Locate the producer or supplier, using the scroll bar on the right side of the window, if necessary.
3. Select the row containing the desired producer or supplier.
4. Click **OK**.

HiCAMS returns you to the **Enter Sample Details** window, where the name of the producer or supplier you selected displays in the *Approved Producer/Supplier* field.

Step 22: If the producer or supplier is not on the approved list, enter the name of the producer or supplier in the *Other Producer/Supplier* field.

Step 23: If the material from which this sample was taken has a brand name, select the brand name from the *Brand Name* field list box.

Step 24: If the Brand Name does not appear in the list, you can click inside the text box and enter the name there. You are limited to 60 characters, including spaces and punctuation.

Note: *You can temporarily use the* Brand Name *field to hold the name of a sub-producer/supplier/facility when the Approved Producer-Supplier has obtained the material from a source other than their own plant.*

Step 25:  If the date the material was produced is known, click the **calendar** button at the right of the *Date Produced* field.

A **calendar** window displays:

Step 26: Double-click the date the material was produced.

Tip: *Alternatively, you can enter the date in the* Date Produced *field, using the format MM/DD/YYYY (Example: 01/02/2000).*

Note: *The date the material was produced should be earlier than the date it was sampled and the date it expires.*

 If the date after which the material can no longer be used is known, click the calendar button at the right of the *Shelf Life Date* field.

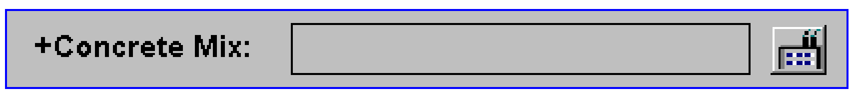
A **calendar** window displays:

Step 27: Double-click the date the material can no longer be used.

Tip: *Alternatively, you can enter the date in the* ***Shelf Life Date*** *field, using the format* ***MM/DD/YYYY*** *(Example: 01/22/2000).*

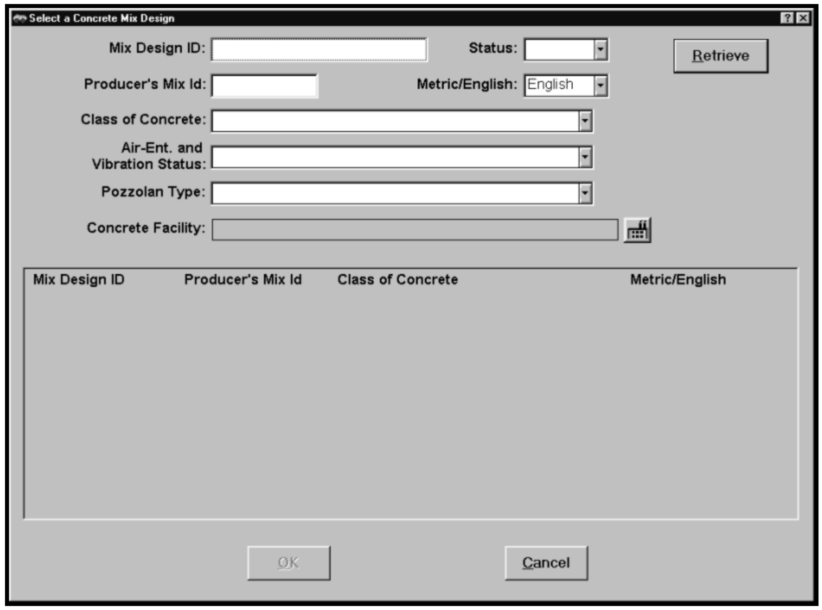
Concrete Mix Design

Step 28: If the material you are sampling is concrete, the *Concrete Mix* field is outlined on the **Prod/Supp** tab.



1  Click the **factory** button at the right of the outlined *Concrete Mix* field.

The **Select a Concrete Mix Design** window displays:



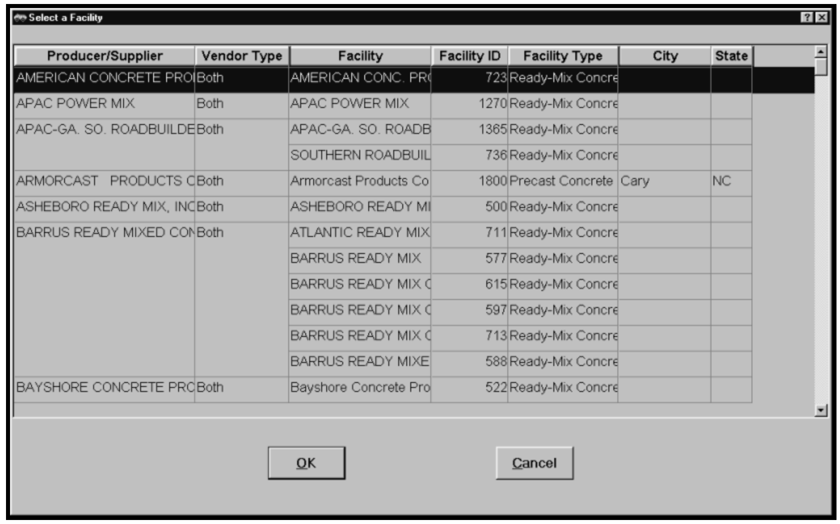
The fields in the **Select a Concrete Mix Design** window provide a filtering mechanism to help you locate a valid concrete mix ID. Selections or entries made in any of the filter fields at the top of the window serve to shorten the list presented to you from the complete list of concrete mix designs. The more fields in which you make selections or entries, the shorter the list will be.

Note: *If you make a number of entries in these filter fields, but do not see the concrete mix ID for which you are searching, you can expand the list presented to you by removing your entries from one or more of the filter fields.*

You have the option of using the filter fields to select a Concrete Mix Design (See Number 5 below) **before** you select a Concrete Facility (See Number 2 below). The order of these selections is not important.

2  Click the **factory** icon at the right of the *Concrete Facility* field.

The **Select a Facility** window displays.



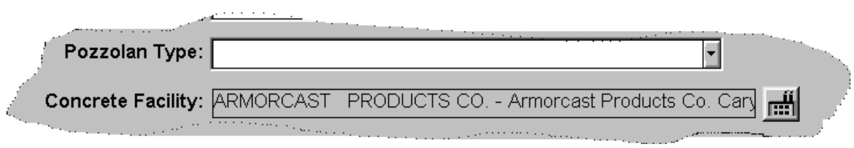
Note: *For definitions of the fields in this window, click the* ***Question Mark*** *button in the upper right corner of the window; then click the field to view a definition.*

Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.

3 Select a facility from those listed.

4 Click **OK**.

HiCAMS returns you to the **Select a Concrete Mix Design** window where the *Concrete Facility* field displays the facility you selected.



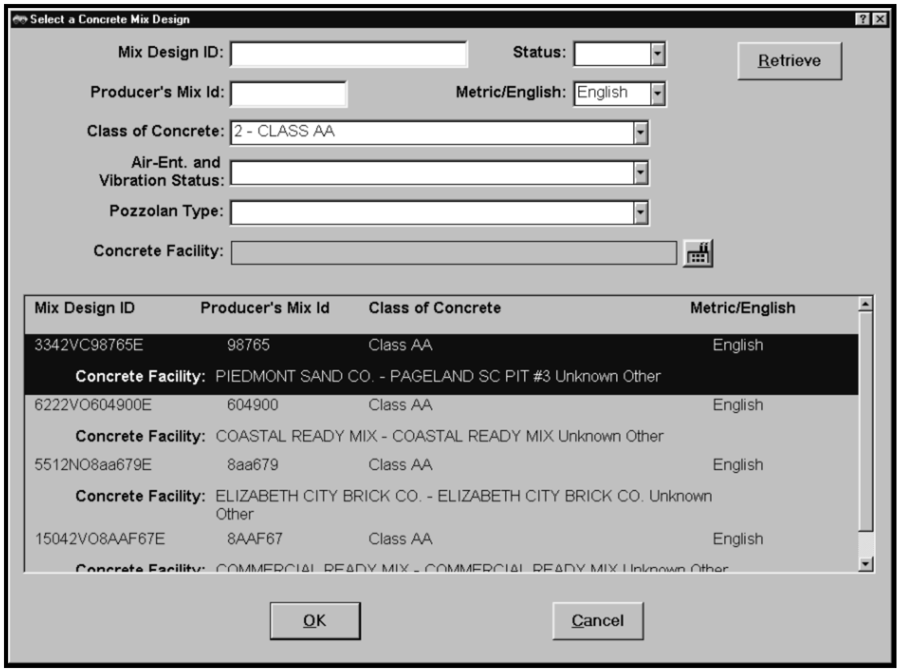
Note: *To delete the facility name displayed in the Concrete Facility field, hold down the* ***Shift*** *key on your keyboard and click inside the field.*

5 To determine the **Concrete Mix ID**, make selections or entries in the filter fields (text and list boxes) at the top of the window. If you know the ID, enter the text directly into the *Mix Design ID* and/or the *Producer's Mix ID* fields.

6 

Click the **Retrieve** button.

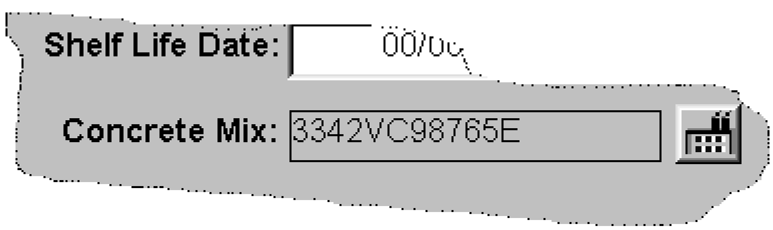
HiCAMS displays **valid mix designs** in the lower half of the **Select a Concrete Mix Design** window:



7 Select a **Mix Design ID** from the list.

8 Click **OK**.

HiCAMS returns you to the **Prod/Supp** tab on the Enter **Sample Details** window where the *Concrete Mix* field displays the **Mix Design ID** you selected.

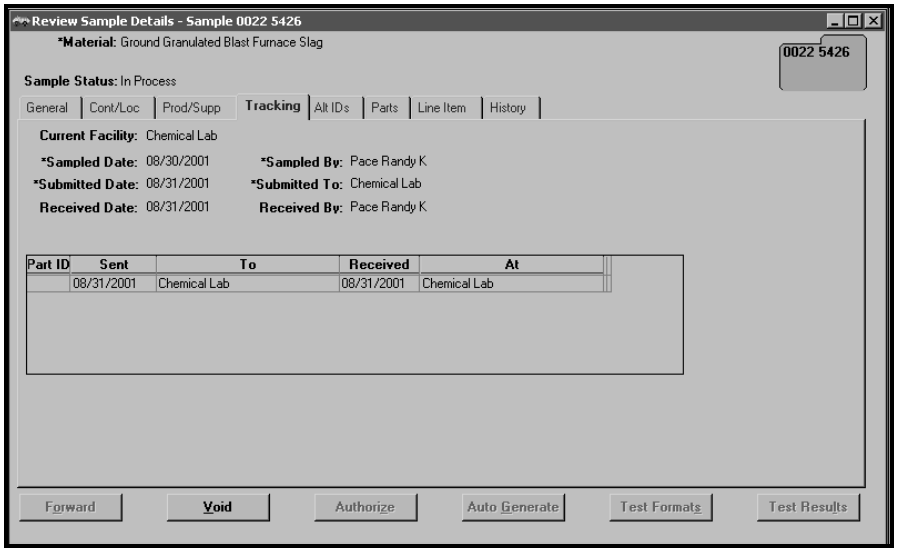


Asphalt Mix/Job Mix Formula

Step 29: For certain types of asphalt materials, the *Asphalt Mix/Job Mix Formula* (JMF) field is required. Enter the job mix formula used for the sample in the *JMF ID* field near the bottom of the **Prod/Supp** tab.

Tracking Tab

Step 30: Click the **Tracking** tab to enter sample tracking information:



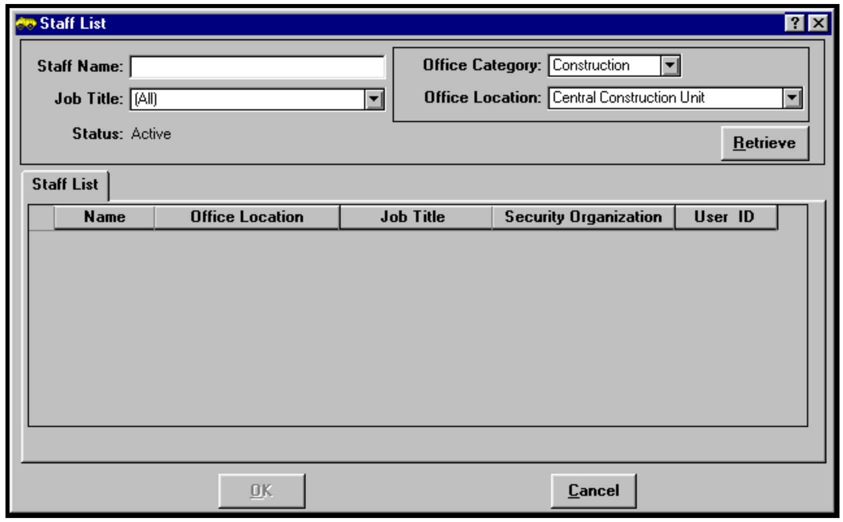
Step 31:  Click the **calendar** button at the right of the *Sampled Date* field.
A **calendar** window displays:

Step 32: Double-click the date the material was sampled.

Step 33: Alternatively, you can enter the date in the **Sampled Date** field, using the format **MM/DD/YYYY** (Example: 11/17/1999).

Step 34:  Click the **staff** button at the right of the *Sampled By* field.

Step 35: The **Staff List** window displays.



Note: 

For definitions of the fields in this window, click the ***Question Mark*** *button in the upper right corner of the window; then click the field to view a definition.*

Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.

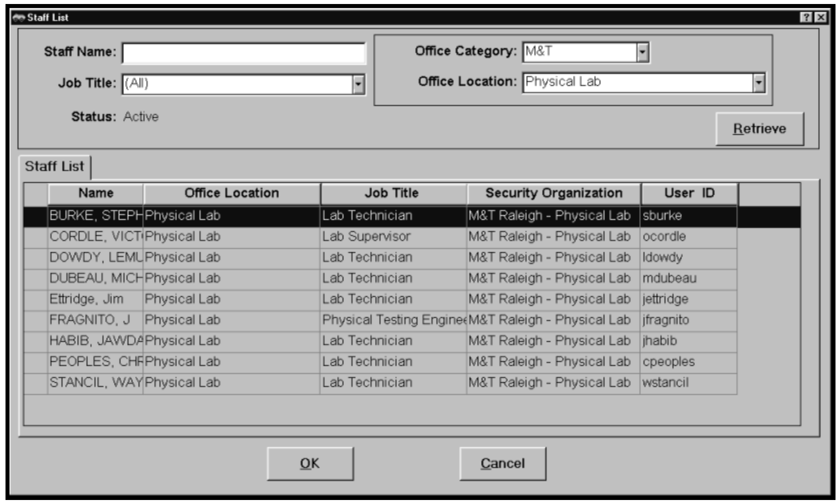
Step 36: If you want to display only certain job titles, select the desired job title from the *Job Title* field list box.

Step 37: By default, the staff members displayed in the window are those associated with your office location.

Step 38: If you want to select a staff member from another location, from the *Office Location* field list box in the top right corner of the window, select the location.

Step 39: 

Click **Retrieve** to display a list of staff members in the lower portion of the window.



Note: *Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.*

Step 40: Select the row containing the desired staff member, using the scroll bar on the right side of the window, if necessary.

Step 41: Click **OK**.

Step 42: HiCAMS returns you to the **Enter Sample Details** window. The name of the staff member you selected displays in the *Sampled By* field.

Step 43: HiCAMS will verify that the person taking the sample has proper certification to sample that specific material. If the person select does not have certification, the following message will appear:

Step 44: Once a comment is entered, the certification requirement will be overridden and allowed.

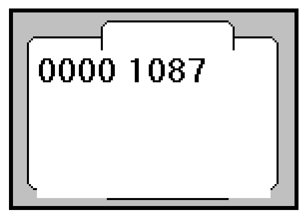
Step 45: At this point you may either **submit** the sample or **save** the current sample record.

Step 46: To **submit** the sample, proceed with Step 2 of the procedures for "Submitting A Sample"

Step 47:  To **save** the current sample record, click the **Save** button on the toolbar.

Step 48: The **Review Sample Details** window remains open, displaying the **Tracking** tab.

The sample card in the top right corner of the window now contains the number assigned to this sample.



The **Void** button at the bottom of the window is enabled.

Assigning Alternate IDs

An **Alternate ID** is an alphanumeric label used to identify all pieces of material in a shipment when a portion of that shipment is to be pre-tested for use on a contract.

If Pretest in the MSG is set to "Required" and Alt ID Matching is set to "Match Alt ID / Match from Sample" then:

- When an MRR is completed, the Alt ID must match the Alt ID on a sample or Precast FIR.
- The matching sample does not have to have a contract number, however; If the sample does have a contract number, it must match the contract number on the MRR.
- If the MRR does have a Producer/Supplier, it must match the Producer/ Supplier on the Sample or FIR.

The following **Alternate ID**-related information is important to remember:

- Samples of materials eligible for pre-testing may be identified in various ways, including those defined by outside sources.
- Alternate identifiers can be classified as:
    - Batch numbers
    - Lot numbers
    - Tag numbers
    - Girder numbers
    - Piece numbers
    - Heat numbers.
- Producers create the Alt ID(s) for Heat, Lot, Batch, Girder, and Piece numbers.
- M&T creates the Alt ID(s) for Tag numbers.
- One sample may have multiple alternate identifiers.

- A range of Alt ID numbers may be associated with a single sample.

Status Designations

The status of an Alt ID can be any one of the following:

- **Available** - The material is waiting to show up on a contract.
- **In Use** - The material is being used on a contract. M&T will receive documents from the RE(s) indicating the material has been received.
- **Expired** - The material is not going to be used on a contract.

Note: *Alternate IDs can be assigned at any point in the sampling process.*

*In order to assign alternate IDs, the **Sample Details** window must be open to the sample to which you want to assign alternate IDs.*

Step 1: Click the **Alt IDs** tab.

Step 2: From the **Alternate ID Type** list box, select the alternate ID type.

Step 3: In the *Alternate ID* field, enter an alternate ID.

Adding a Sequence of Alt IDs

Note: *If you are adding a sequence of alternate IDs, this should be the first ID in the sequence.*

Step 4: From the **Status** list box, select the status of the sample piece associated with that alternate ID.

The status defaults to "**Available**".

Note: *If you want to add a sequence of alternate IDs, make sure a leading zero(s) is (are) added. This ensures the number of numeric positions in the **starting value** of the sequence is equal to the number of numeric positions in the **ending value**.*

Example: *If you are adding 20 IDs, the first numeric value should have one leading zero.*

Note: *Because the number "20" consists of two numeric positions (2 and 0), if the beginning number is one digit (1), one leading zero should be added (01). Otherwise, the Alt ID will not increment from one digit to two.*

Step 5: To add a sequence of Alt IDs, in the **Define Range** section's *Count* field, enter the number of IDs you want to add.

Note:  *You can also use the arrows at the right of the* ***Count*** *field to increment or decrement a number.*

Step 6: Click the **Create Range** button.

A sequence of alternate IDs is added, beginning with the first value selected in the *Alternate ID* field and incremented according to the value in the *Count* field.

Step 7: If the resulting sequence of alternate IDs is incorrect, click the **Clear Range** button to undo.

Step 8:  To save the newly created alternate IDs, click the **Save** button on the toolbar.

Submitting A Sample

In order to submit a sample, the **Sample Details** window must be open to the sample you want to submit.

Step 1: Click the **Tracking** tab.

Note: *The date a material is sampled must precede, or be the same as, the date the sample is submitted.*

*The date the sample is submitted may be a date in the future. For example, if it is Monday and you want the sample to be submitted on Friday, enter Friday's date in the **Submitted Date** field. HiCAMS will automatically submit the sample on Friday.*

Step 2:  If you are submitting the sample to a designated testing facility, click the **calendar** button at the right of the *Submitted Date* field. A **calendar** window displays:

Step 3: Double-click the date on which the sample was submitted to a designated testing facility.

Tip: *Alternatively, you can enter the date in the **Submitted Date** field, using the format **MM/DD/YYYY** (Example: 06/06/2001).*

If there is a value in the *Submitted Date* field, or if the **Sample Owner** you selected on the **General** tab is Divisional QA Labs, the *Submitted To* field must be completed.

Step 3: From the **Submitted To** list box select the location to which you want to submit the sample.

Step 4:  Click the **Save** button on the toolbar.

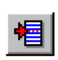
Splitting a Sample into Parts

The following information regarding splitting parts is important to remember:

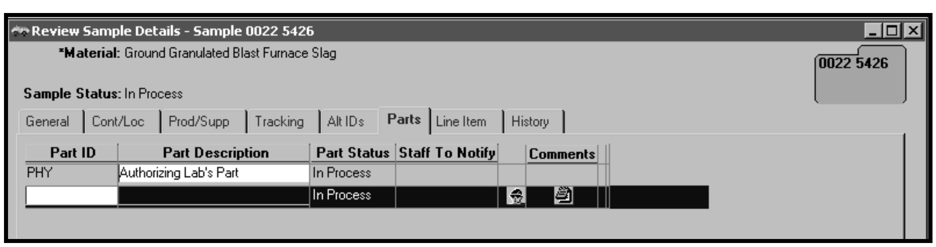
- A sample cannot be split into parts until it is received.
- A sample can be split into multiple parts that may need to be tracked separately. However, when a sample is authorized, all parts associated with that sample are authorized.
- There is no automated relationship between the status of a part and the status of a sample. For example, if a sample part has a status of **Does Not Meet Specs**, the status of the sample upon authorization could be **Approved For Use**.
- **Part Id(s)** must be unique within a sample.
- A part cannot be forwarded until it is received by M&T or by a Divisional QA Lab.
- In order to split a sample into parts, the **Review Sample Details** window must be open to that sample.

The Parts Tab

Step 1: With the **Review Sample Details** window open to the sample you want to split into parts, click the **Parts** tab.

Step 2:  Click the **Insert** button on the toolbar.

A blank row displays:



Step 3: Enter the identifier you want to use for this part in the *Part Id* field.

Step 4: Enter a description of the part in the *Part Description* field.

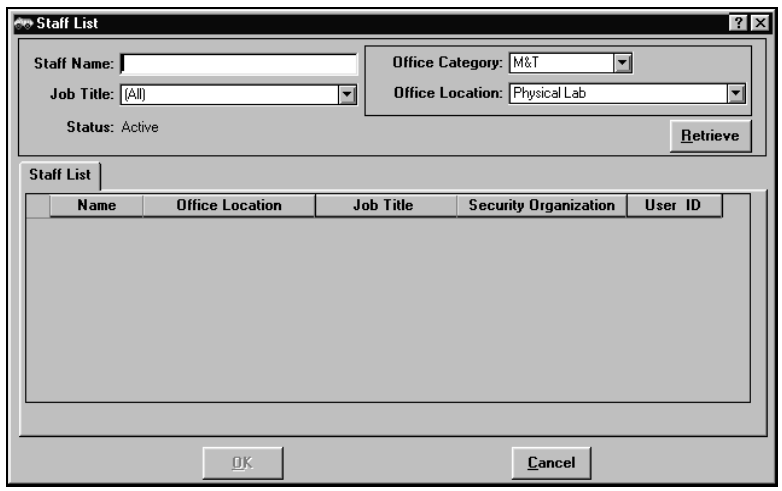
Sending a Notification

Step 5: If you do not want to send a notification to a staff member about this part, proceed to the next **Step**.

If you want to send a notification to a staff member about the creation of this part:

1.  Click the **staff** button at the right of the ***Staff To Notify*** field.

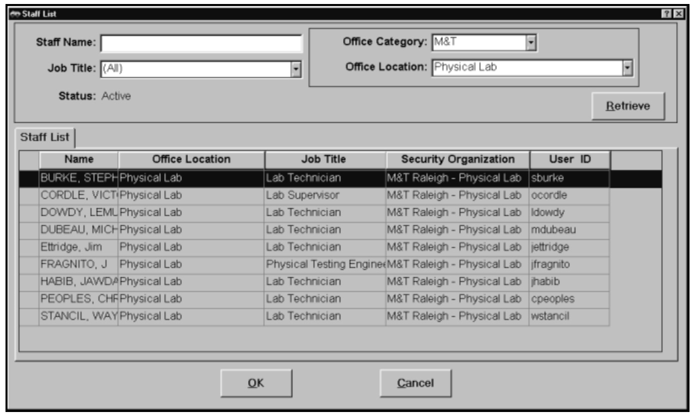
   The **Staff List** window displays.



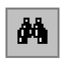
2. If you want to display only certain job titles, select these from the *Job Title* field list box.

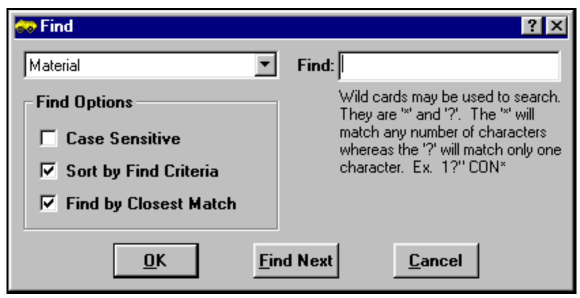
Note: *By default, the staff members whose names display in the window are those associated with your office location.*

3. To select a staff member from another location, select the location from the *Office Location* field list box.
4. Click **Retrieve** to display a list of staff members:



5 Locate the applicable staff member using the scroll bar on the right side of the window if necessary.

Tip:  *Click the **Find** button on the toolbar or choose **Find** from the right-click menu to access the **Find** window.*



1. *From the drop-down list, select the field you want to search. Choices include: Last Name, Office Location, Job Title, Security Organization, and User ID.*
2. *In the **Find** field, enter the text to locate.*
3. *Select appropriate **Find Options**.*
4. *Click the **OK** button to begin the search.*

6 Select the row containing the desired staff member.

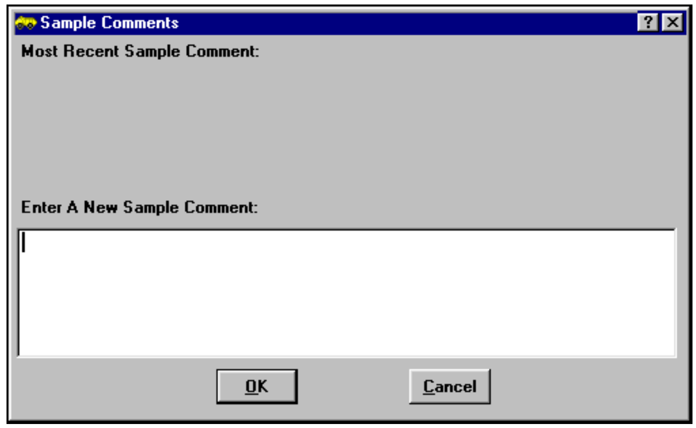
7 Click **OK**.

HiCAMS returns to the **Parts** tab of the **Review Sample Details** window. The name of the selected staff member displays in the *Staff To Notify* field.

Adding Comments

Step 6:  To add comments to the sample part, click the **notepad** button at the right of the selected part.

The **Sample Comments** window displays:



Step 7: Enter comments for the sample part being adding.

Note: *Comments are limited to 240 characters, including spaces and all forms of punctuation.*

Step 8: Click **OK**.

Splitting into Additional Parts

Step 9: To split the sample into additional parts, repeat the steps above.

Deleting Parts

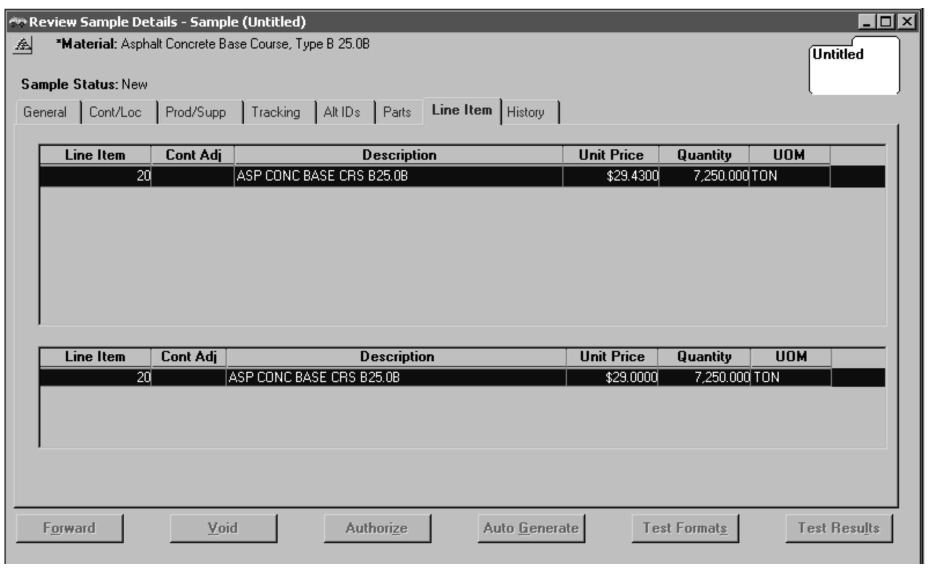
Step 10:  To delete a part, click the **Delete** button on the toolbar.

Step 11:  Once the sample has been split into the appropriate parts, click the **Save** button on the toolbar.

Entering the Contract Line Item for a Sample

All samples created with a contract number specified on the "General" tab will require line item information to be entered in the "Line Items" tab. When adding a line item to a sample, only line items containing the material selected for the sample will be available for selection. This process ensures that the sample is linked to the specific line item on the contract.

Step 1: When a contract number has been entered for the sample, select the “Line Items” tab:



Step 2: The contract line item(s) that match the material selected for the sample will appear in the top portion of the window.

Note: *If there is only one matching line item, it will automatically be selected and will display in the bottom portion of the window.*

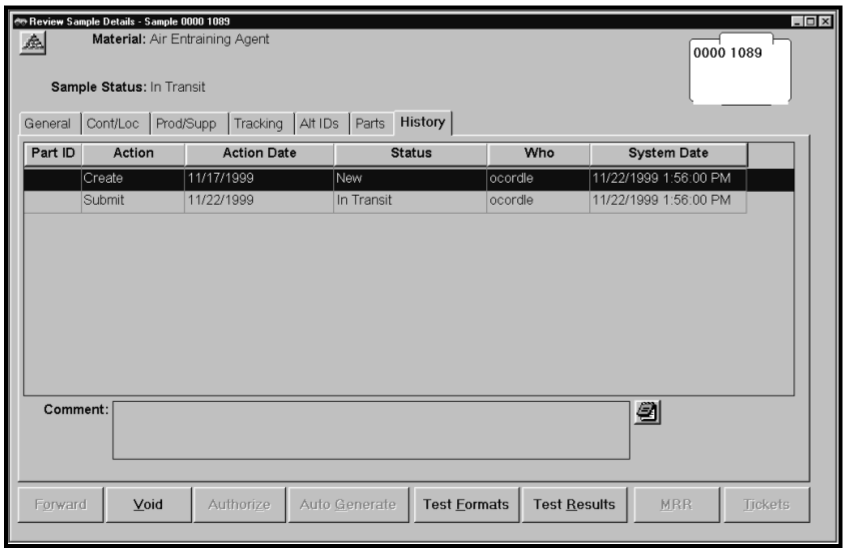
Step 3: If there are multiple line items on the contract for the selected material, select the appropriate line item from the top portion of the window, and drag it to the bottom portion of the window to “link” the sample to the contract line item.

Viewing the History of A Sample

In order to view the history of a sample, the **Sample Details** window must be open to that sample.

The history of a sample begins when the sample is first saved.

Step 1: Click the **History** tab.



Note: *Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.*

Every time the status of a sample changes, a history record is created. Each line on this tab represents a status change for the sample shown.

Note: *When you select a row, the associated comment, if any, displays in the **Comment** box at the bottom of the window.*

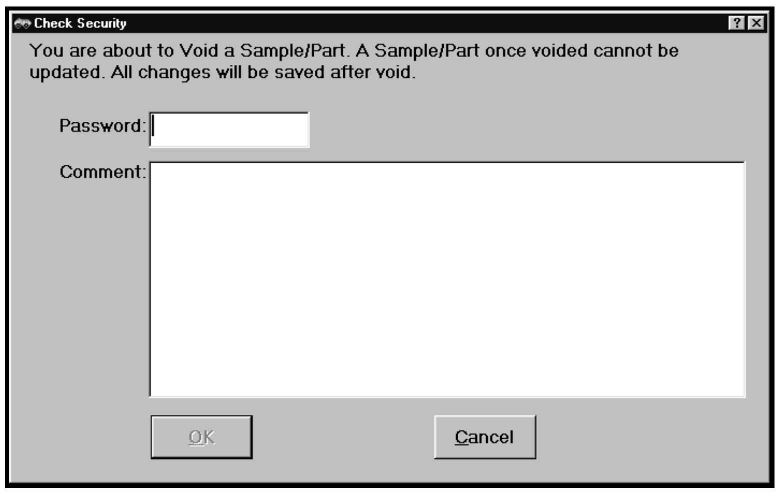
Voiding A Sample

In order to void a sample, the **Sample Details** window must be open to that sample and the sample must have been saved.

Important: Once a sample has been voided, it cannot be updated, received, forwarded, or authorized.

Step 1: Click the **Void** button at the bottom of the window.

The **Check Security** window displays:



Step 2: In the *Password* field, enter your password.

Step 3: In the *Comment* field, enter your reason for voiding the sample.

Step 4: Click **OK**.

The **Send Notifications to…** window displays.

Note: *The **Sample ID** of the sample you have voided displays in the **Notification** field.*

Step 4: Click **Add Staff** if you want to send the notification to more people than those already listed in the window.

Step 5: Click **Send** to send the message the people listed under **Send To**.

Required Fields

Review Sample Details Window

- Material (supplied by the **Material Selection** window)
- Sample Owner
- Testing Category
- Represented Qty

Note: *Whether other fields in this window are required depends on the material type, sample owner, or testing category that you select. When you save your work, the system prompts you to fill any unfilled required fields.*